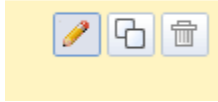


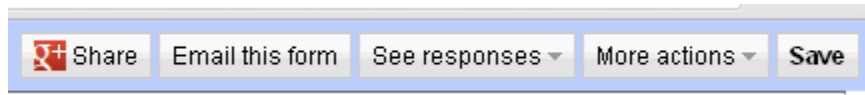
Creating a Google Form

1. Go to: www.google.com
2. Sign in to your Google account.
3. Create a title by clicking in that field and erasing the default title.



These 3 icons will be found on the forms creation page for questions editing. The first is for editing. The second icon is for duplicating. The third is for deleting.

4. You next create your question.
 - a. In the first field you will put a question.
 - b. In the second field you will write any help text that the student may need. For example, it could be an instruction or a clue.
 - c. Next you choose the question type by clicking on the drop down arrow.
5. There are 7 possible question choices. When you select a question choice you will be prompted for the pieces of information you will need for each question type. You can choose to make the questions required.
6. Buttons at the top of the forms page are listed below.



- a. To share your form with Google + choose the share button.
- b. To email the form click on email and list the email addresses where the form is going.
- c. Click on the see responses to get a summary of the responses in a chart form. You can also get a spreadsheet breakdown of the form results.
- d. The more actions button has two options. One is to create a URL link that can be used to embed the form into another document. The second option is to create an edit confirmation that persons who complete the form will see when they complete it.
- e. The final button is to save the form.

A Google Form can be edited, changed and shared as needed.

Classroom Ideas/Activities for Google Spreadsheet

The teacher can use a spreadsheet to:

- Keep track of attendance. (student names in column A date across the top...)
- Create class checklists (student names in column A; whatever you want across the top.)
- Chart student progress.
- Calculate student grades
- Create an electronic lesson plan book. (days of the week in Column A; subjects across the top.)
- Design and print rubrics

A teacher can use a form to:

- Collect information from students, parents or teachers.

Students can use a spreadsheet/form to:

- Gather data for research projects.
- Create charts and graphs of data.
- Perform calculations.
- Keep track of grades.